



VAMS Inventory Request Submission and Inventory Management Reference Sheet

Vaccine Request and Ordering Cadence

VAMS Inventory Request Submission

- DHEC processes CDC vaccine orders once a week
- All providers must submit inventory requests in VAMS by Tuesday, 12pm for consideration for new deliveries
 - Only 1 new inventory request per week
 - Include Total Amount of 1st and 2nd doses in the requested amount
 - Specify the amount of 1st and 2nd doses in the notes section; if 0 for either, please specify
- Please note:
 - Inventory requests are NOT guaranteed and are not considered orders
 - 2nd dose requests based on 1st dose administration are guaranteed by DHEC
 - DHEC will post updates concerning final allocation amounts to inventory requests once determinations have been made
 - The requesting user should select the + Follow button of the inventory request to receive email updates when information is posted from DHEC
 - Inventory request and vaccine order status questions should be directed to COVIDVaccines@dhec.sc.gov. Sites receiving redistributed vaccine from DHEC can also contact RSS@dhec.sc.gov and parksln@dhec.sc.gov

Inventory Request Cadence Visual

Monday	Tuesday	Wednesday	Thursday	Friday
	Provider submits inventory requests for 1 st and 2 nd dose needs in VAMS no later than 12:00pm		DHEC orders Moderna 1 st and 2 nd doses from CDC	DHEC orders Pfizer 1 st doses from CDC
DHEC orders Pfizer 2 nd doses from CDC	Provider submits inventory requests for 1 st and 2 nd dose needs in VAMS no later than 12:00pm	Pfizer providers receive 2 nd dose shipments		
Pfizer providers receive 1 st dose shipments				
Moderna providers receive both 1 st and 2 nd dose shipments				

Feb 8 2021

DHEC COVID-19 Immunization Branch



Vaccine Order and Ancillary Supply Delivery Cadence

Ordering Cadence for Pfizer 1 st Doses: Direct Ship				
Requests submitted in VAMS	Orders Placed by DHEC	Sites Receive Vaccine	Sites Receive Federal Ancillary Supply Kits	Sites Receive State-Supplied Ancillary Kits
By Tuesday, 12pm	By Friday, 9am	Monday	Within 24-hour window of vaccine	Wednesday

Ordering Cadence for Pfizer 2 nd doses: Direct Ship				
Requests submitted in VAMS	Orders Placed by DHEC	Sites Receive Vaccine	Sites Receive Federal Ancillary Supply Kits	Sites Receive State-Supplied Ancillary Kits
By Tuesday, 12pm	By Monday, 9am	Wednesday	Within 24-hour window of vaccine	Wednesday

Ordering Cadence for Direct ship to site: Moderna 1 st and 2 nd doses				
Requests submitted in VAMS	Orders Placed by DHEC	Sites Receive Vaccine	Sites Receive Federal Ancillary Supply Kits	Sites Receive State-Supplied Ancillary Kits
By Tuesday, 12pm	By Thursday, 9am	Monday	Within 24-hour window of vaccine	Wednesday

RSS-Redistribution Orders in Process- Delivery Cadence

Sub-order request submission to RSS@dhec.sc.gov and parksln@dhec.sc.gov by 5pm	Prepared at the RSS	Delivery to Facility
Monday	Tuesday	Wednesday
Tuesday	Wednesday	Thursday
Wednesday	Thursday	Friday
Thursday	Friday	Monday
Friday	Monday	Tuesday



VAMS Inventory Management

Logging Inventory in VAMS

- All doses received at the facility must be added to VAMS at the time of arrival. All inventory must be managed through the Inventory Management tab of the VAMS clinic portal.
 - Providers must also report on-hand inventory daily to VaccineFinder.
- **Note:** Sites using both standard and third-party clinics will need to ensure that there are enough doses adjusted from the standard to the third-party clinic to allow for sufficient inventory to document doses administered.
- Doses must be added as vials to VAMS. VAMS already adjusts the number of available doses based on the number of vials you enter.
 - Pfizer: 1 vial equals 5 doses
 - Moderna: 1 vial equals 10 doses
 - **Note:** Extra doses obtained from either vaccine product vial must be tracked separately. Providers must add a “vial” to VAMS equivalent for every 5 (Pfizer) or 10 (Moderna) doses achieved. If an equivalent 5 or 10 doses is not achieved, a vial can still be added and then a reduction of inventory can occur by adjusting for the number of doses that were.
 - **Example:** 3 extra Pfizer doses were pulled during a vaccine event. Add 1 vial of Pfizer to your inventory. Then reduce inventory by 2 doses, marking as “other”.

Vaccine Supply Transfers/Redistribution

- Ordering organizations must have an approved redistribution agreement on file with DHEC to redistribute to other approved vaccine storage/administration locations
 - Email COVIDProviderEnrollment@dhec.sc.gov to complete a redistribution agreement.
- Any vaccine transfers to other locations must first be approved by the vaccine management team at COVIDVaccines@dhec.sc.gov
- Any vaccine transport related to vaccine redistribution or transfers must be documented on the [COVID-19 Transport Log](#) and emailed to COVIDVaccines@dhec.sc.gov
- Any site conducting a vaccine transfer must document the inventory adjustment in VAMS
 - Manually reduce inventory, select “transfer to another location” as the reason
- Any site receiving a vaccine transfer must add the supply to their VAMS inventory upon receipt
 - Manually log inventory and add the number of vials received

